

University of Toronto Division of University Extension  
Continuing Education Programme 1971-72

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## **Fellows' Programme in Banking**

In co-operation with the Institute of Canadian Bankers

#### FELLOWS' PROGRAMME IN BANKING

In co-operation with the Institute of Canadian Bankers

The Fellows' Programme in Banking consists of ten courses designed to provide formal education for men and women who wish to prepare themselves for responsible positions in banking.

A certificate of achievement will be awarded by the Institute of Canadian Bankers upon successful completion of the required courses as outlined below.

#### Admission

Applicants for admission to the programme:

- (a) must be able to meet the general admission requirements of the University of Toronto, or
- (b) must have demonstrated sufficient ability and potential at their present work to secure the recommendation of the Institute of Canadian Bankers.

#### Registration

Candidates for admission to the programme should apply through the personnel department of the bank in which they are employed. Enrolment requests should reach the Division of University Extension by September 10, 1971. Early application is advised.

Students may enrol in no more than two courses in the same session. Each part of the programme must be completed successfully before proceeding to a subsequent part.

#### Dates (unless otherwise indicated)

Mondays	Oct. 4-Dec. 13	Jan. 3-Mar. 6
Tuesdays	Oct. 5-Dec. 7	Jan. 4-Mar. 7
Wednesdays	Oct. 6-Dec. 8	Jan. 5-Mar. 8
Thursdays	Oct. 7-Dec. 9	Jan. 6-Mar. 9

#### Location

St. George Campus, University of Toronto

#### Fees

All fees are \$95.00 for 20 sessions unless otherwise indicated. Fees are not refundable after the second session. An administrative fee of \$10.00 is charged for all refunds.

For further information write or telephone:  
Division of University Extension  
84 Queen's Park  
Toronto 181, Ontario  
(416) 928-2400

#### PART I

##### Introduction to banking

J.S. White L. Gould H.R. Brown

*Text* Anthony, R.B., *Essentials of Accounting*, Addison-Wesley, 1966  
Wyckham, R.G., *Problems in Branch Bank Administration*, Holt, Rinehart and Winston, 1970  
Galbraith, J.A., *Canadian Banking*, McGraw-Hill, 1970  
Mondays 6:30 p.m. - 9:00 p.m.  
Wednesdays 6:30 p.m. - 9:00 p.m.  
Thursdays 6:30 p.m. - 9:00 p.m.  
Rooms 220, 221, 119 Galbraith Building

##### Business management (Business administration)

J.F. Lowery

*Text* Massie, J.L., *Essentials of Management*, 2nd ed., Prentice-Hall, 1971  
Brown, J.A.C., *Social Psychology of Industry*, Pelican, 1954  
Battersby, A., *Mathematics in Management*, Pelican, or  
Beer, S., *Management Science*, Doubleday Science Series  
Recommended: Drucker, P., *The Efficient Executive*, Harper & Row, 1967  
Mondays 6:00 p.m. - 8:30 p.m.  
Tuesdays 6:00 p.m. - 8:30 p.m.  
Room D Law Building

##### Business management (Business administration)

S.R. Maxwell R.F. Morrison

*Text* Filley, A.C. and House, R.J., *Managerial Processes and Organizational Behaviour*, Scott Foresman & Company, 1969  
Dale, E., *Readings in Management: Landmarks and New Frontiers*, McGraw-Hill, 2nd ed., 1970  
Sternmeister, R., *People and Productivity*, McGraw-Hill, 2nd ed., 1969  
Tuesdays 6:00 p.m. - 8:30 p.m.  
Room 404 Carr Hall

#### PART II

##### Financial analysis and control

(Management accounting) J.G. Haag J.F. Raid

*Text* To be announced  
Mondays 6:00 p.m. - 8:30 p.m.  
Rooms 404, 248 Galbraith Building

##### Communications A.F. Collaco M. Ciglen

Mondays 6:30 p.m. - 9:00 p.m.  
Wednesdays 6:30 p.m. - 9:00 p.m.  
Room 315, 323 East Asian Studies Building

##### Economics - an Introduction

J.I. McDonald W.H. Merritt

*Text* Samuelson, P.A. and Scott, A., *Economics - An Introductory Analysis*, McGraw-Hill, 1968  
Thursdays 6:00 p.m. - 8:30 p.m.  
Tuesdays 7:00 p.m. - 9:30 p.m.  
Room 405 Carr Hall  
Room 316 Galbraith Building  
Registration is limited to 40 students per class

##### Legal aspects of business

J.I. Stewart J.D. Brownlie

Mondays Sept. 27 - Dec. 6 Jan. 3 - Mar. 6  
6:00 p.m. - 8:30 p.m.  
Mondays Oct. 4 - Dec. 13 Jan. 3 - Mar. 6  
7:00 p.m. - 9:30 p.m.  
Room 305 Galbraith Building  
Room B Law Building

#### PART III

##### Management principles and organizational behaviour (Management 1)

A.I. Hainey K.W. Preston

*Text* A reading list will be provided.  
Wednesdays 6:00 p.m. - 8:30 p.m.  
Rooms 405, 406 Carr Hall

##### Business policy (Management 1) J.U. Joseph

*Text* Learned, E.P., *Business Policy: Text and Cases*, Richard Irwin, revised ed., 1969  
Mondays 6:30 p.m. - 9:00 p.m.  
Room 308 Galbraith Building

Two optional courses to be chosen from the following:

##### Money and banking S. Sarpkaya

*Text* To be announced.  
Mondays 6:30 p.m. - 9:00 p.m.  
Room 403 Carr Hall

##### Marketing systems (Marketing) D.E. Simon

*Text* To be announced.  
Wednesdays 6:30 p.m. - 9:00 p.m.  
Room 116 Galbraith Building

##### Computer-based management Information systems (Quantitative methods) J.D. Cianci

Tuesdays 7:00 p.m. - 9:30 p.m.  
Room 107 Galbraith Building  
\$100.00 20 sessions